



Department of Corrections
ADMINISTRATIVE BULLETIN

**Subject: APPROVAL OF
DEPARTMENT OPERATIONS
MANUAL AND BULLETINS**

Number:

96/3

Date Issued:

March 28, 1996

Cancelled Effective:

The purpose of this Administrative Bulletin is to define the process by which revisions to the Department Operations Manual (DOM) shall be made and to describe responsibilities related to the preparation, review, and approval of various administrative and informational bulletins.

DOM Revisions

Each section of DOM has a "Revisions" subsection which identifies the Deputy or Assistant Director responsible for ensuring the currency of the content in that section. That Deputy or Assistant Director will:


- Identify the need for and initiate a revision to DOM when necessary.
- Ensure other affected divisions are provided with an opportunity to review and comment on the proposed revision at the policy coordinator level.
- Incorporate the feedback from affected divisions and forward the completed proposed revision to the Chief, Regulation and Policy Management Branch (RPMB), Evaluation, Compliance and Information Systems Division (ECISD).

In completing this process, RPMB will:

- Format, review, and analyze the proposed revision.
- Ensure necessary Deputy or Assistant Director level reviews are completed.
- Submit the proposed revision to the Chief Deputy Director, Field Operations, for approval.
- Submit the proposed revision to the Chief Deputy Director, Support Services, for approval and signature.

Administrative Bulletins (ABs) and Restricted Administrative Bulletins (RABs)

ABs may be used to announce temporary revisions to departmental policy or new program initiatives which will be subsequently included in the DOM. RABs may be used when the change in policy or procedure will be incorporated into the Restricted Volume of DOM.

 <p style="text-align: center;">Department of Corrections ADMINISTRATIVE BULLETIN</p> <p>Subject: APPROVAL OF DEPARTMENT OPERATIONS MANUAL AND BULLETINS</p>	Number:
	96/3
	Date Issued:
	March 28, 1996
	Cancelled Effective:

- 2 -

The Deputy or Assistant Director who administers the area in which a policy change is occurring is responsible for preparing the AB/RAB as follows:

- Determine that an AB/RAB is needed and initiate its preparation.
- Ensure other affected divisions are provided an opportunity to review and comment on the draft AB/RAB at the policy coordinator level.
- Accommodate comments from affected divisions and forward the AB/RAB to the Chief, RPMB, ECISD.

In completing this process, RPMB will:

- Format, review, and analyze the AB/RAB.
- Ensure necessary Deputy or Assistant Director level reviews are completed.
- Submit the AB/RAB to the Chief Deputy Director, Field Operations, for approval.
- Submit the AB/RAB to the Chief Deputy Director, Support Services, for approval and signature.

Informational Bulletins (IBs)

IBs are prepared to transmit nonpolicy announcements such as directory changes (e.g., addresses, telephone numbers), and events or activities about which departmental staff should be informed.

The process for completing IBs is as follows:

- The Deputy or Assistant Director who identifies the need for an IB initiates the IB.
- The IB is forwarded to the Chief, RPMB, ECISD.
- The RPMB proofs and formats the IB, and submits it to the Deputy Director, ECISD, for approval and signature.



Department of Corrections
ADMINISTRATIVE BULLETIN

**Subject: APPROVAL OF
DEPARTMENT OPERATIONS
MANUAL AND BULLETINS**

Number:

96/3

Date Issued:

March 28, 1996

Cancelled Effective:

- 3 -

Please inform all persons concerned of the contents of this bulletin which shall remain in effect until incorporated into DOM Section 12010. Please direct any inquiries regarding this bulletin to Donna McKinney, Chief, RPMB, at (916) 358-2459 or CALNET 434-2459.

GREGORY W. HARDING
Chief Deputy Director
Support Services